

Report for Week Ending 5 December 1956
from
RECORDS DISPOSITION BRANCH
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Project 6-40 - Office of Central Reference [REDACTED]

Assisted the Biographic Register in retiring 80,000 IBM cards to the Records Center. An additional 16 feet of mat cards have been destroyed. A survey has begun in the Acquisition Branch of the Library as requested by the O&M Staff. Project is 57% complete.

Project 6-62 - Special Register [REDACTED])

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File Systems have been installed in four of the five installations for Special Register. Plans are being made to install a system in the remaining installation within the week. Project is 75% complete.

Project - Cable Secretariat [REDACTED]

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A records inventory was started today in this office, and a records control schedule will be developed.

General Information

The ARO/OL was contacted and offered further assistance in completion of the Records Control Schedule for that Office. Although immediate assistance is not required the ARO indicated that the schedule is in the typing stage and will be submitted to this Branch for review and approval prior to the end of the year.

Negotiations between the Office of Personnel, the Records Center and this Branch are being carried on to establish a more effective plan for retirement of the inactive personnel folders. The objective of this plan is to retire individual accumulations of these folders under separate accession numbers and to have this number recorded on the employees' Service Record Card. These cards would then be retained by the Office of Personnel after separation of the employee as a consolidated source of information and record on all separated employees and as an index to the retired folder. At the present time all folders are being retired under one accession number. This procedure requires interfiling at the Center.

A discussion was held with members of the Medical Staff on the use of Form 35-1 as a mail control and log as a possible means of expediting the flow of mail in that office. This would also alleviate the logging problem which is steadily increasing. The administrative Staff is considering this change over and will advise us of its decision.

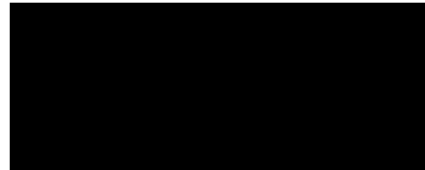
General Counsel has requested that the retirement of its records be postponed until after the first of the year. An inventory and listing of the records has been completed.

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Final comment on drawings of the proposed Records Center addition have been submitted to RE/OL. Suggested changes have been accepted by that Office.



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